

# **Family Advisory Council**

## **Article I – Name**

The name of the Organization shall be the Children with Special Health Needs (Program) Family Advisory Council (FAC).

## **Article II – Mission**

The mission of FAC is to promote a partnership between the Program and the community of children with special health needs in order to enhance the quality of life of all children and families.

## **Article III – Goals**

The goals of the FAC shall be:

- a Advocating for quality care for children with special health needs by assuring services are family-centered, culturally competent and community-based.
- b Providing education and awareness to families so they can understand, negotiate and make informed decisions regarding the care of their child.
- c Supporting and developing collaboration and communication through Family Leadership.
- d Assisting the Program in the development of the Program policies.

## **Article IV – FAC Membership**

### **Section 1 – Composition**

Composition of the FAC shall consist of at least 12 and no more than 18 general members who support the mission and goals of the FAC. A general member means those individuals who are selected to serve on the FAC, attend meetings and are eligible to participate in the modified consensus process.

- a) At least three-quarters (3/4) of the general membership shall consist of the following:
  - 1. Parents, family members, or legal representatives of children who are or who have received services from the Program
  - 2. Adults who as children received services through the Program.

b) The remainder, up to one-quarter (1/4) of the membership, may consist of community members who have demonstrated outstanding leadership in service to children with special health needs and their families and are recommended by families or the Program.

c) Alternative member means those members selected to serve in the absence of a regular member. Two (2) alternates shall be selected to serve in the following capacity:

1. Attend all meetings.
2. Consensus voting allowed only in the excused absence of a regular member.

d) Members of the FAC shall represent the cultural and geographic diversity of the population served by the Program

## **Section 2 - Voting**

Decisions of the FAC or any committee shall be made by modified consensus. Modified consensus means members will come to agreement on decisions by discussion of opinions and a general agreement held by most or all members. **See Appendix I – Modified Consensus.**

## **Section 3 – Duties**

Each member shall maintain active participation in the FAC by attending the annual, monthly, and other committees meetings. Members will notify a Co-Chair if they are unable to attend. The FAC members do not have the authority to represent the Program in any official capacity without the consent of the Program.

## **Section 4 – Terms of Membership**

FAC membership shall be no greater than 3 two-year terms, for a total of 6 consecutive years. Individuals who have an interest in serving on the FAC may be recommended by Program staff, FAC members, and current or past participants of the Program or other individuals who feel that their participation would be invaluable.

## **Section 5 – Other Invited Guests**

FAC members may invite other representatives of the community to attend monthly meetings or other committee meetings. These representatives are for informational purposes only and are not allowed to participate in modified consensus.

## **Article V – Officers**

### **Section I – Co-Chairperson**

The Officers of the FAC shall be named Co-Chairpersons. The FAC will elect the Co-Chairpersons annually at the annual meeting in October. The term of the office shall be no longer than 2 one-year terms for a total of two (2) years. Co-chairpersons can be elected for an additional term at the approval of the FAC.

#### **a) Duties-**

- 1) The Co-chairpersons shall serve as the membership committee.
- 2) The Co-Chairpersons shall establish meeting agendas.
- 3) The Co-Chairpersons shall alternately preside over the regular monthly meetings.
- 4) The Co-Chairpersons shall at their discretion cancel, postpone and/or reschedule meetings.
- 5) The Co-Chairpersons shall call special meetings when appropriate.
- 6) The Co-chairpersons shall provide an orientation to all new members.
- 7) The Co-Chairpersons shall speak for the membership of the FAC

## **Article VI – Meetings**

### **Section I – Annual Meeting**

The Annual Meeting shall be held on the third Friday in October.

### **Section II – Monthly Meetings**

The FAC shall meet on the third Friday of every month.

### **Section III – Special Meetings**

Special meetings shall be at the call of the Co-Chairpersons or the Program.

## **Article VII – Committees**

### **Section I – Membership Committee**

1. The membership committee shall consist of the FAC Co-Chairpersons and-the Program's Family Care Coordinator. The membership committee shall determine if individuals who have expressed an interest in joining the FAC should be considered for membership. **See Appendix II – Membership Procedures.**

## **Section II – Ad Hoc Committees**

2. The Co-Chairperson shall form ad hoc committees for the specific purpose of accomplishing tasks that are more effectively performed by a small group.
  - a Ad hoc committees are time limited and shall be dissolved at the completion of the task.
  - b Members of ad hoc committees need not be members of the FAC but shall need to include at least one FAC member.

## **Section III – Responsibilities**

A chairperson/s shall be appointed to each committee. The chairperson shall designate the time and place of each meeting and shall prepare an agenda, preside over meetings and report to the FAC on committee activities.

## **Article VIII – Program Support**

### **Section I – Family Care Coordinator**

The Program's Family Care Coordinator will serve as the representative of the Program and assist the Co-Chairpersons in the development of meeting agendas and other activities of the FAC and will represent the Program on the membership committee

### **Section II – Secretary**

The secretary shall be provided by the Program and shall attend the annual and monthly meetings of the FAC. Responsibilities of the secretary shall include but are not limited to the following duties.

- a) Sending a written notice and an agenda of the meetings to all members at least ten (10) days prior to the meeting.
- b) Taking minutes at all meetings and send a summary of the meeting to all members at least ten (10) after the meeting.
- c) Other activities to assist the FAC at the discretion of the Program.

### **Section III – Reimbursement**

The Program will reimburse the following to the general members for their dedication and commitment to the FAC, providing funding is available.

- 1) A stipend, of \$25.00 per member for attending the annual and monthly meetings, and other activities by request of the Program.
- 2) Mileage, a state rates of reimbursement for traveling greater than 25 miles roundtrip.
- 3) One nights lodging, at state rates of reimbursement for all regular monthly meetings and two nights lodging for the annual meeting, if travel is greater than 200 miles roundtrip.

- 4) Child Care and other circumstances that may arise that may place an unmet burden on the member shall be discussed between the member, the Co-chairpersons and the Program Director.

#### **Article IX – Amendments**

- a) A proposed change in any section of the By-laws shall be brought before the FAC at a regular monthly meeting.
- b) A notice of the proposed change will be sent to all FAC members and Program staff for comment.
- c) By-laws can be amended at the next scheduled FAC meeting by modified consensus

#### **Article X – Effective Date**

These By-laws shall be effective upon the approval of the FAC. (2000)